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KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

June 12, 2014

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-43

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Fiscal Year End Payroll Processing Schedules

The final pay period for fiscal year 2014 ends June 22, 2014 with payroll direct deposits and checks for the June 27, 2014 payday. Each agency should make certain that all relevant payroll expenditure updates are processed as soon as possible to assure that all fiscal year 2014 payroll transactions will be processed through LaGov HCM for the pay period ending June 22, 2014.

NOTE: The off-cycle workbench will be locked Thursday, June 26, 2014 at 2:00 p.m. and remain locked until Tuesday, July 1, 2014 for the fiscal year end close. The system will close at 5:00 p.m. Friday, June 27, 2014 and reopen at 6:00 a.m. Monday, June 30, 2014.

Off-cycle processing for fiscal year 2014 must be processed through the system by 2:00 p.m. Thursday, June 26, 2014. Fiscal year 2014 payments that have been reversed in LaGov HCM by OSUP, per the agency's request, must have an off-cycle correction run and saved by 2:00 p.m. June 26, 2014 in order to be charged to fiscal year 2014. All reversals and off-cycle payments processed after this deadline will be posted to fiscal year 2015 in AFS.

All J5 rejects in AFS for the June 27, 2014 payday and for off-cycles processed through Thursday, June 26, 2014 must be corrected (in PEND3 status) by 9:00 a.m. Monday, June 30, 2014 in order to be charged to fiscal year 2014 in AFS.

If you have any questions concerning the information above, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

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